

## Delegate Checklist CoDA Service Conference (CSC) 2023

Delegates and Alternate Delegates are elected by their Voting Entity (VE) to represent the VE, to carry their voice to CSC. Alternate Delegates are encouraged to attend all sessions of CSC; however, they do not vote on CSC business except when the Delegate is unable to do so. The following is a checklist that we hope will help Delegates and Alternate Delegates ensure that they have completed all their duties before, during and after CSC.

All motions submitted by committees and VEs/Intergroups are due 75 days before the start of our CSC. This is to allow adequate time for the Delegates to retrieve these motions and pass them on to their respective meetings so that they may know what has been submitted, review then hold a group conscience on each motion. Thus, the VE or Intergroup voices of CoDA membership may be heard and voted for by the Delegates at Conference. If you need interpretation assistance, please email our Voting Entity Liaison (VEL) at [imcvel@codas.org](mailto:imcvel@codas.org).

1. Ensure that any Voting Entity Motions (VEM) your VE or Intergroup, as voted through group conscience, may want to present to the CSC are submitted according to the timeline which is 75 days prior to the start of CSC. For CSC 2023, this date is 2023 May 10.
2. If your VE or Intergroup submitted a VEM that was passed to a CoDA committee for presentation at CSC, be sure to maintain contact with that committee. It is important to monitor the progress and work directly with the committee so that the VEM will be presented, on your VEM's behalf, with all details aligned with the group conscience decisions allowing your voices to be heard through a VEM.
3. Work with the VE or Intergroup's members in officer service roles (Chair, Co-chair, Treasurer, Secretary, Outreach) emphasizing the importance of sending current CSC information to all members as changes occur.
4. If your VE or Intergroup does have Alternate Delegates, they are encouraged to attend all sessions of CSC whether in-person or virtually via the internet.
5. Keep the Alternate Delegate, if your VE or Intergroup has one, informed and engaged with all activities, correspondence, and events to build their expertise with all matters related to CSC responsibilities.
6. Work with the Alternate Delegate regarding your schedule and attendance at CSC. If you are unable to attend a portion of CSC, the Alternate Delegate may vote on your behalf through a process called "passing the badge" whether attending in-person or virtually via the internet.
7. Check the [codas.org](http://codas.org) website early and often to retrieve all motions submitted for presentation on the CSC floor. Provide these to your VE/Intergroup for review and group conscience decisions. Share with all meetings, if possible.
8. If your VE or Intergroup submitted a VEM that was passed to a CoDA committee to present at CSC, be sure to maintain contact with that committee. It is important to monitor the progress and work with the committee so that the VEM will be presented, on your VEM's behalf, with all details aligned with group conscience decisions allowing your voices to be heard through a VEM.
9. Before CSC, have all group conscience decisions for all motions and be familiar with the Delegate Package provided on [codas.org](http://codas.org).
10. At CSC, be sure to vote as your VE or Intergroup's collective group conscience has determined. Also, it is suggested to keep good notes to share with your VE or Intergroup.
11. After CSC, it is suggested that Delegates write a report to share with your VE or Intergroup on all that transpired to include the status of your VEM if one was submitted along with all other motions voted on or tabled at CSC.

Delegates are encouraged to learn as much about the processes for CoDA's annual business meeting. You may find reading our Twelve Service Concepts helpful along with reviewing Part 4 of our Fellowship Service Manual (FSM) [Fellowship Service Manual](#) you have any questions about your role as a Delegate or Alternate Delegate, feel free to reach out to our (VEL) at [imcvel@codas.org](mailto:imcvel@codas.org).